

MEMORANDUM FOR DEPARTMENTAL STANDARDIZATION OFFICES
DOD STANDARDIZATION MANAGEMENT ACTIVITIES
DATA MANAGERS

SUBJECT: Policy Memo 99-3, ASSIST-Electronic Document Submission (ASSIST-EDS)

Effective immediately, the new Web-based ASSIST-EDS is the preferred method of transmitting to the DoD Single Stock Point (DODSSP) all new and revised military and federal standardization documents and data item descriptions intended for inclusion in the ASSIST database. You may continue to submit documents in accordance with Policy Memo 97-3, "Digitized Database of Standardization Documents and Data Item Descriptions (DIDs)," through February of next year, but effective March 1, 2000, Policy Memo 97-3 is canceled. After that date, you must submit standardization documents and DIDs to the DODSSP using the ASSIST-EDS. Except for special situations (as described below), you are no longer required to submit paper copies or diskettes to the DODSSP when using the ASSIST-EDS.

ASSIST-EDS will be made accessible only to Standardization Management Activities (SMAs) that prepare standardization documents or data managers who prepare DIDs. All SMAs and data managers, with the exception of those in the Department of the Navy, should fax the DODSSP, Attn: Mr. Rick Rodemer, (215) 697-1462 (or E-mail rrodemer@daps.dla.mil), to identify which ASSIST-Online accounts should be enabled for access to ASSIST-EDS. The Navy DepSO will designate which Department of the Navy SMA personnel and data managers should be provided access to ASSIST-EDS and will so advise the DODSSP (Mr. Rick Rodemer). Instructions for using ASSIST-EDS are provided on the associated Web pages. Additional user help will be provided by the ASSIST Maintenance Team, as indicated on the ASSIST-EDS login page at <http://assist.daps.mil/eds>.

The ASSIST-EDS will only accept document files in Adobe Portable Document Format (PDF). Since the software supporting the ASSIST document database has been upgraded, it is no longer necessary to use the Adobe Acrobat 2.1 compression option. In fact, we prefer that you use the Acrobat 3.0 compression (available with Adobe Acrobat 3.0 and later versions), since doing so will result in smaller files that may be more readily downloaded from the Web. We continue to recommend that you use the Acrobat Distiller (instead of Acrobat PDFWriter), since experience indicates the former will yield better results. Considering that many users may continue to download and print documents, please anticipate such uses when creating document files and include appropriate blank pages to ensure proper formatting of printed documents.

There will continue to be some cases when you will not be able to transmit document files to the DODSSP using the ASSIST-EDS and where paper copies will still be required.

1. Adopted non-government standard. Mail a copy of the adopted standard to the DODSSP, Bldg. 4/D, 700 Robbins Ave, Philadelphia, PA 19111-5094. Use the ASSIST-EDS to enter the document information and to transmit a copy of the adoption notice. In the comment field, alert the DODSSP that a copy of the adopted standard is being mailed separately.
2. Classified documents. Classified standardization documents must be mailed to the DODSSP in accordance with procedures for handling classified materials.
3. Special document formats. Some documents may require special handling because they contain photographic images, paint color chips, foldout pages, etc. In such cases, you may make special arrangements by contacting Mr. Rick Rodemer at (215) 697-5164 or DSN 442-5164.

ASSIST-EDS represents another major step in our efforts to automate the Defense Standardization Program and make its products and services accessible through the Web. While we have tested this new enhancement with several DoD standardization offices, we recognize that unforeseen challenges may occur. If you have a problem complying with this policy or schedule for any reason, please send an E-mail to your DepSO, with a copy to the Defense Standardization Program Office (joseph_delorie@hq.dla.mil). We and the DODSSP will accommodate special situations that may arise.

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GREGORY E. SAUNDERS
DIRECTOR